

ST. IPPOLYTS PARISH HALL OCCASIONAL HIRING AGREEMENT

www.stippolyts-hall.co.uk info@stippolyts-hall.co.uk



Name/Organisation Address Postcode:	Tel No: email:
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Name of Organisation's authorised representative (if applicable)

Charges	Basic Hiring Fee (price on application)	£
Extras	<ul style="list-style-type: none"> • Hire of crockery/ cutlery • Hire of dishwasher • Hire of stage lighting • Hire of public address & music system: <i>(This consists of 2 radio microphones, CD player, smart phone connector, Hearing Loop – all connected to 10 wall-mounted speakers.) Option to connect own equipment.</i> 	<input type="checkbox"/> add £20 <input type="checkbox"/> add £5 <input type="checkbox"/> add £10 <input type="checkbox"/> add £5
Deposit: <i>For damages & breeching hiring agreement (Refunded within one month of the event. Please note: cheques will be banked.)</i>	<ul style="list-style-type: none"> • Full day bookings and evening parties ending after 10.00pm • For all other bookings 	<input type="checkbox"/> add £200 <input type="checkbox"/> add £25
Total Fees:	Total Payable	£
Balance payable one month in advance of the booking date	Booking Deposit (to secure your event)	£ 34
	Balance <i>(Total payable minus booking deposit)</i>	£
Premises <i>(Please circle)</i>	Whole Hall Main Hall Committee Rooms	
Purpose of hiring	Name of Band/Disco/Entertainer/Bar Name of caterer <i>(if applicable)</i>	
Date of Hiring: ___/___/___	Time of Hiring: (TO INCLUDE ALL SETTING UP AND CLEARING AWAY) From: _____ To: _____	
How to Pay: <ul style="list-style-type: none"> • Online • Cheque 	To pay online: St Ippolyts Parish Hall No 2 A/C Sort Code: 20 41 12 Account No: 50523003 Please add your name and event date for reference.	Your online details for return deposit: Name: Sort Code: Account No:
	Cheques should be made payable to St. Ippolyts Hall and sent to: St Ippolyts Parish Hall c/o Dawn Barnes, 1 Elderberry Drive, St Ippolyts, Herts SG4 7SR. <i>(email: info@stippolyts-hall.co.uk)</i>	

St Ippolyts Parish Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and its fundraising activities. Data may be retained for up to 7 years for account purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact us.

The Hirer agrees to be present during the entirety of the hiring and to perform the provisions and stipulations contained in or referred to in the Trustees Standard Conditions of Hire.

Signed _____ The Hirer. _____ Date

Please return your copy of form to the Hall Booking Secretary as an acceptance of the booking, together with the hiring fee.
 Please complete 2 copies of this form and keep one for your records.